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Security



CADET DORMITORY ACCESS BADGES

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This instruction implements AFPD 31-2, *Law Enforcement*, and outlines responsibilities for controlling and issuing cadet dormitory access badges. It applies to civilians requiring access to cadet squadron areas in Vandenberg and Sijan Halls.

SUMMARY OF REVISIONS

Updates office symbols; changes series number on instruction.

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1. Why Have Cadet Dormitory Access Badges. Cadet dormitory access badges or Falcon cards readily identify all permanent civilian personnel who work in the squadron areas of the cadet dormitories and those civilian personnel who require short-term access.

2. Who Needs an Access Badge:

2.1. All permanent civilian personnel who work in Vandenberg and Sijan Halls, temporary civilian personnel, contractors (who work in the buildings for 2 or more weeks), and visitors (from a few minutes to 2 weeks) must have dormitory access badges or they will be denied access to squadron areas. Civilians escorted by an authorized individual do not require access badges, provided they remain with the authorized escort at all times. Civilians in uniform, e.g., vendors or telephone employees (AT&T and U. S. West) who wear picture ID cards are exempt. The dormitory access badge or Falcon card will be displayed on clothing above the waist so it can be readily seen.

2.2. The following personnel are excluded because they do not access any squadron areas:

- 2.2.1. Post Office employees.
- 2.2.2. Visitors to the Post Office and Shoe Repair Shop, stairwell 3, Vandenberg Hall.
- 2.2.3. Visitors to Bench Stock, room 2A8, Sijan Hall.
- 2.2.4. Visitors to Chaplains' offices, Sijan Hall.
- 2.2.5. Dental Clinic patients, Sijan Hall.
- 2.2.6. Cadet Bank customers, visitors, and employees, Sijan Hall.
- 2.2.7. Cadet BX employees (except people involved with security), Vandenberg Hall.
- 2.2.8. Cadet Beauty and Barber Shop employees (except manager) and visitors, Vandenberg and Sijan Halls.
- 2.2.9. Contractor employees of the Cadet Tailor Shop, Sijan Hall.
- 2.2.10. Cadet Media employees and visitors to Cadet Media, Vandenberg Hall.
- 2.2.11. Cadet Personnel (HQ USAFA/DPY) employees and visitors to HQ USAFA/DPY, Vandenberg Hall.
- 2.2.12. Cadet Book Store employees, Laundry/Dry Cleaning employees, and AAFES vendors who deliver to the Cadet Store and Cadet Book Store, Vandenberg Hall.
- 2.3. Employees no longer requiring access to squadron areas must turn in their badges to the issuing office.

3. How to Get an Access Badge. All civilians (permanent, temporary, or visitors) who require access to squadron areas of Vandenberg or Sijan Halls must report to one of the following locations to receive a badge: Cadet Housing Management Flight (34 LS/LGH), Vandenberg Hall, room 1C6, or Sijan Hall, room 3A51.

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